

## **PARKS SUPERVISOR I**

### *Class Definition*

Under general supervision, supervises skilled and unskilled workers in the construction, alteration, maintenance, and repair of parks, landscaped areas and recreational facilities.

### *Distinguishing Characteristics*

Parks Supervisor I is the first-line field supervisory class in the Parks Supervisor series. Incumbents provide first-line field supervision, training, and evaluation of skilled and unskilled workers in the construction, alteration, maintenance, and repair of parks, landscaped areas, and recreational facilities. Parks Supervisor I is distinguished from the Parks Supervisor II class in that incumbents of the latter administer an assigned program of the Parks Division.

### *Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises the construction, maintenance, alteration, and repair of parks, recreational facilities, median islands, and other City owned landscaped areas.

Schedules and assigns employees and equipment to meet varying requirements.

Assures the effective use of time, material, and equipment.

Consults with the public regarding matters concerning the Parks Division.

Initiates necessary repairs, planting, and other improvements.

May supervise the street tree planting operation.

Develops and conducts safety training programs and enforces safety precautions, including CAL-OSHA requirements.

Trains and evaluates the performance of subordinates and recommends hiring, promotions, and discipline.

Estimates and submits requisitions for necessary supplies and materials and maintains accurate records.

### *Knowledge, Abilities and Skills*

Knowledge of the techniques, materials, tools, and equipment used in the care and construction of parks and recreational facilities.

Knowledge of the occupational hazards and safety precautions including pertinent CAL-OSHA requirements.

Knowledge of effective supervision principles and practices.

Ability to supervise, train, and evaluate small crews engaged in park maintenance and improvements

Ability to read and interpret plans, specifications, and blueprints.

Ability to establish and maintain effective working relationships with fellow employees, officials, and the general public.

Ability to develop and conduct effective training and safety programs.

Ability to maintain accurate and concise records

Ability to prepare oral and written reports.

*Minimum Qualifications*

Two years of experience in the maintenance of landscaped areas, buildings, and recreational facilities which included, or is supplemented by, one year of lead or supervisory experience.

*Necessary Special Requirements*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

MR/TP/po/07/15/87